



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

INFORMATIONAL LETTER NO. 822

July 22, 2009

TO: Iowa Medicaid Targeted Case Managers

FROM: The Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Habilitation Services Assessment Approval Process

The Iowa Medicaid Enterprise (IME) is implementing changes in the Needs-Based Assessment approval process for Habilitation services.

Requirements for Submitting Assessments

Beginning immediately, all initial and continuing stay reviews for Habilitation Services must be faxed or mailed to Medical Services using the universal cover sheet (form # 470-4622) that can be found on the IME web site at <http://www.ime.state.ia.us/docs/TCMCoverForm.doc>. When submitting a request for Habilitation services please indicate on your cover sheet the type of service you are requesting. It is also important to include only one request per cover sheet. Do not include multiple requests using only one cover sheet.

In order for a Habilitation referral to be considered complete, in addition to submitting the required documents, the ISIS milestone must also be sent to the Review Coordinator at IME Medical Services. Only those referrals that have documentation submitted by fax or mail and have an ISIS milestone sent to the Review Coordinator will be completed. To send the milestone in ISIS:

- Do a search for the individual consumer
- Go to the consumer's Program Request page
- Find the row showing the Habilitation Services Program Request, and click the "Initiate Assessment" button at the end of the row.

Assessments for Re-Opened Cases

In the past we have asked case managers to do an updated assessment when there was a gap of more than 30 days between Habilitation Program Requests in ISIS. In certain cases, this will no longer be required if the previous assessment was approved within the past 12 months.

This will apply only to cases where:

- The member was already approved for Habilitation; the Habilitation program request closes in ISIS due to a facility stay; and a new Habilitation program request is being opened upon return from the facility

-or-

- The member was already approved for Habilitation, the Habilitation program request closes in ISIS due to losing Medicaid eligibility and a new Habilitation program request is being opened, but there will still be a gap of ineligibility between eligible months.

For the new Habilitation program request, the Review Coordinator will check the assessment date on the previous program request and if it was approved within the past 12 months, approval will be given without the need for the case manager to submit an updated assessment.

In these cases, the Review Coordinator will enter the previously approved assessment date into ISIS as the assessment date for the new case. This should keep reviews on the same schedule for the case manager. Service plan approval will still be required. If the end date of the service plan exceeds the assessment due date, the Review Coordinator will follow the current practice of adding a note on the status page to remind the case manager that the assessment is still needed at the appropriate time.

If you have any questions regarding this change, please call IME Medical Services at 515-725-1008 (local) or 1-800-383-1173. Questions regarding claim billing or payment should be addressed to IME Provider Services at 515-725-1004 (local) or 1-800-338-7909.